



STATE OF DELAWARE
Child Death, Near Death and Stillbirth Commission

May 4, 2007

FINAL MINUTES

Meeting Date and Time: May 4, 2007, 1:00 PM

Meeting Location: Appoquinimink State Service Center, Middletown DE
Large Conference Room

In Attendance:

- **Commissioners**
Dr. Garrett H.C. Colmorgen, C. Malcolm Cochran, Esquire, Tania M. Culley, Esquire, Ms. Karen DeRasmo, Ms. Marjorie Lynn Hershberger, APRN, Sgt. Phillip Hill, Dr. Kathy Janvier, Dr. Lani Nelson Zlupko, Dr. David Paul, Ms. Marie Renzi, Dr. Phillip Shlossman, Judge Joelle Hitch
- **Proxies and other attendees**
Ms. Mariann Kenville-Moore for (Attorney General, Joseph R. Biden III), Ms. Karen Triolo for (Secretary Cari DeSantis), Ms. Allison McDowell (OCA), Deputy Secretary Nancy Wilson for (Secretary Valerie Woodruff), Ms. Patricia Ciranni, R.N. for (Ms. Sharon Painter K/S FIMR Case Review Team), Ms. Yemi Olowu, R.N. for (Dr. Wendy Sturtz NCC FIMR Case Review Team)
- **Staff**
Anne Pedrick, Executive Director
Joan Kelley, R.N., FIMR Coordinator
Michael A. Brown, Office Manager
Angela Birney, Administrative Specialist

Call to Order:

Commission Chair, Dr. Garrett H.C. Colmorgen, called the meeting to order at 1:03 PM. A quorum was established with nineteen members present.

OLD BUSINESS

Minutes

The minutes from the March 2, 2007 meeting were approved with no changes.

NEW BUSINESS

Executive Director Report:

- **DATABASE:** The Executive Director is working closely with Department of Technology and Information (DTI) to approve the new database for FIMR. The Baby Abstracting System and Information Network (BASINET) is a web-based project management system for FIMR, developed by the Florida Association of Healthy Start Coalitions. Other states such as California, Michigan, and Florida are currently using this database.
- **WEBSITE:** The Child Death, Near Death and Stillbirth Commission (CDNDSC) website will be operational soon. The Executive Director is working with Amy Whitman of the Judicial Information Center on finalizing all pertinent information and coordinating links.
- **ANNUAL REPORT:** All data and information from the Access database was retrieved for the annual report. The Executive Director will be working on the annual report during the summer months.
- **PANEL/COMMISSION VACANCIES:** The Commission voted upon the vacancies and by a unanimous decision, all members nominated were approved. Ms. Leslie J. Newman (Children and Families First) was recommended as the Child Advocate from a non-profit organization. Her name and curriculum vitae will be submitted to the Governor for appointment. Ms. Cherelyn A. Homlish, Dr. Paul T. Cowan Jr., and Dr. Kevin D. Bristowe were voted and nominated to join the Kent/Sussex Panel.
- **PROCESS SUBCOMMITTEE UPDATE:** The process subcommittee met one week prior to the Commission meeting to discuss the child abuse and neglect (CAN) policy. Changes were recommended as a result of a recent CAN panel meeting. The policy needed to be revised to ensure that information was available to panel members in advance of the review. The other change that was made pertains to when a panel member is directly involved in a case and whether or not they should abstain from voting. The process subcommittee decided that they may be part of the discussion but they would abstain from the voting so the review would be an objective process.

The process subcommittee also discussed the panel members and their stress level when reviewing a case and the impact it has on the review. The procedure was amended to allow the Executive Director or Commission staff to step in or call for a break when discussions get emotionally charged.

The one issue that the process subcommittee did not think could be addressed by policy is the time frame that was established for the expedited reviews. Due to the information needed and the time it takes to acquire the information, the process subcommittee is reviewing the statutory time frame for child abuse/neglect cases. There was also discussion of changing the term “expedited review” to “initial review”. The process subcommittee will look at this issue at a future date and refer recommendations to the legislative subcommittee after Commission approval. The policy was approved as amended.

Upon a motion duly made and seconded, it was unanimously decided to enter Executive Session at 1:43 PM.

Upon a motion duly made and seconded, it was unanimously decided to adjourn at 2:25 PM.